



Welcome to your In briefing as a Temporary Federal Excepted Service Technician.

This presentation is not intended to replace your In Processing. It is to give you a background of information to better prepare you for your In Processing. Press the space bar to go forward or the backspace button to go back.

What is a Federal Excepted Service Technician?

- Positions in the National Guard Technician Program require military membership in the WV National Guard as a condition of employment. This is called the Excepted Service under the provision of 32 USC 709.
- This status means that you are an “exception” from the rules that govern all other Federal Employees in regards to Tenure and competitive requirements for appointments.
- Loss of military membership for any reason will result in the loss of technician employment

WHO IS HRO?

- First let me tell you who we are. We are your servicing Human Resource Office better known as the HRO. Just remember I am here to educate you, so you may make the right choices for future.

• Directions to the HRO

We are located at 1703 Coonskin Drive in Charleston, WV. The zip code is 25311. Our office is located in the old FMO shop in the TAG Complex. (Building on the left with the Flagpole) Specifically, we are located on the second floor. Go to the flag pole in front of the TAG complex and enter the set of angled double doors in the corner. After signing in go left down the hallway, you will go through a door to the left, up a small set of steps, and straight down a long hallway through a second door, past a water fountain, and will come to a door labeled Human Resources

Purpose of the HRO

- Our office assists West Virginia National Guard Soldiers and Airmen with every aspect of their career as a Federal Technician.
- There are several functional areas within the HRO to include Staffing, Classification, Training, Benefits, Labor Relations/EEO, Retirements and Worker's Compensation. All of these areas work together like spokes in a wheel to effectively manage the full time Technician force in the National Guard.
- You will be introduced to a member of each section and will learn its function during your in processing. However, this presentation focuses more specifically on the **BENEFITS** section of the HRO, because that section is responsible for your in processing.
- Outside of in-processing we also assist technicians in making choices and resolving issues regarding benefits (health, life, disability, tsp, vision, dental, the list goes on and on).
 - We make site visits to various locations in the field and out brief technicians who are deploying. We also routinely address issues regarding leave, performance, military and civilian deposits.
- If you happen to get hurt while on the job, I will be there to help you thru the red tape. And when it comes time for you to leave the Federal workforce, I will be there to walk you thru this major milestone in your (and spouse's) life!



As a newly hired technician, there is a large amount of information you will be receiving, and it can be very overwhelming and confusing. The purpose of this presentation is to provide you with a base line understanding how the technician program functions, and give you a better understanding of the benefits and entitlements that are available to you. Hopefully, when you arrive at your In processing at the Human Resources Office you will not have that deer in the headlight look that we have seen many times! Your In Processing will be more productive for you and HRO . Sit back, learn what you can and don't hesitate to write down any questions that you may have. This presentation is not intended to replace the In Processing that you are required to attend.

THE BEGINNING

As with any new job, there is an enormous amount of paperwork to complete. This time is no different. It is now a REQUIREMENT that you bring the following forms already completed to your in-processing. It will be less time consuming to complete them now than waiting for a handful of other Technicians to complete theirs. So, lets get started!

Form I-9, Employment Eligibility Verification

- You will need to complete the Form I-9, *Employment Eligibility Verification*, mistake free. To access this form, just click here **Form I-9** . Most of the forms that you will be completing are fill able on line. If this form is not fill able, just print the form and complete it using legible handwriting.
- Just complete Section 1, print the form (we do not need the directions or extra copies), sign and date. Black or blue ink is acceptable. You will need to bring with you two forms of identification with you to the In Processing and at that time the Human Resources Assistant will examine the documents and input them on this form. The list of acceptable documents are found in the directions in this form.
- Bring this form to your In Processing, with any questions that you might have.

OF 306, Declaration for Federal Employment

- You will need to complete the OF 306, *Declaration for Federal Employment*, mistake free. To access this form, just click here **OF 306**. Most of the forms that you will be completing are fill able on line. If this form is not fill able, just print the form and complete it using legible handwriting.
- This form is used to determine your suitability for Federal Employment.
- Note: If you answer YES to any question you are required to explain in block 16. Failure to do so will result in re-completion of the form.
- You will need to complete numbers 1-17b (not 17a), 18-18c if it applies. When printing please print on front and back, your Official Personnel Folder is on a diet and needs to stay slim. Print the form (we do not need the directions or extra copies), sign and date.
- Bring this form to your In Processing, with any questions that you might have.

Pay Documents \$\$\$

- Next you will complete paperwork to get paid. That is unless you want to work for FREE!!! Depending on your component (Army or Air) follow the instructions below.
- ARMY TECHNICIANS
Complete the next three forms and bring them to the In Processing!! We will forward your pay documents to the USPFO.
- 130th/167th TECHNICIANS
You need to see your payroll office for completion of applicable pay documents. These forms will NOT come to the HRO.

Form W-4 (2009)

- The first form is the *Form W-4 (2009)*, mistake free. To access this form, just click here [Form W-4](#). If you are Converting to an Excepted Appointment with no break in service, you do not need to complete this form. You will know if this applies to you. If in doubt, fill out the form and bring it with you to your In Processing. Most of the forms that you will be completing are fill able on line. If this form is not fill able, just print the form and complete it using legible handwriting.
- You will need to complete the bottom portion labeled “Employee’s Withholding Allowance Certificate” numbers 1-7.
- If you have any questions the Human Resource Assistant will be happy to help you. Just remember, that the HRA is not a taxidermist. On this subject the HRA is just as (or less) knowledgably as you are!
- Print the form (we do not need the directions or extra copies), sign and date where it says “Employee signature”. Bring this form to your In Processing, with any questions that you might have.

FORM CD-525, Employee Address

- The second form is the FORM CD-525, *Employee Address*, mistake free. To access this form, just click here [Form CD 525](#). Most of the forms that you will be completing are fill able. If this form is not fill able, just print the form and complete it using legible handwriting.
- You will need to complete numbers 1-11. Print the form (we do not need the directions or extra copies), sign and date.
- Bring this form to your In Processing, with any questions that you might have.

SF 1199A, Direct Deposit Sign-Up Form

- The third pay form is the SF 1199A, *Direct Deposit Sign-Up Form*, mistake free. To access this form, just click here **SF 1199a** . If you are Converting to an Excepted Appointment with no break in service, you do not need to complete this form. You will know if this applies to you. If in doubt, fill out the form and bring it with you to your In Processing. Most of the forms that you will be completing are fill able on line. If this form is not fill able, just print the form and complete it using legible handwriting.
- You will need to complete Sections 1 & 3.
 - Letter A is self explanatory.
 - Letter B is your name.
 - Letter C is your social security number.
 - Letter D is self explanatory.
 - Letter E is self explanatory.
 - Letter F is the Fed. Salary/Mil. Civilian Pay
- Section 3 is the name and address of your Financial Institution. Don't' forget to put your routing number in Section 3!
 - Print the form (we do not need the directions or extra copies), sign and date. Bring this form to your In Processing, with any questions that you might have.

SF 256, Self-Identification of Handicap

- You are required to complete the SF 256, *Self-Identification of Handicap*, mistake free. To access this form, just click here **SF 256** . Most of the forms that you will be completing are fill able on line. If this form is not fill able, just print the form and complete it using legible handwriting. The form will not be housed in your OPF. This form is given to our State Equal Employment Manager LtCol Hale for statistical input.
- Although the form is required, the identification of a handicap is NOT required. If you choose not to identify your handicap enter code 01.

SF 181, Ethnicity and Race Identification

- This form is used for statistical purposes only . It will not be housed in your OPF. It will be given to the State Equal Employment Manager LTC Hale for input.
- You are required to complete the SF 181, *Ethnicity and Race Identification*, mistake free. To access this form, just click here **SF 181** . Most of the forms that you will be completing are fill able on line. If this form is not fill able, just print the form and complete it using legible handwriting.

WV HRO M 990-1, West Virginia National Guard Physical Fitness Program

- ◆ Next is the WV HROM 990-1, *West Virginia Nation Guard Physical Fitness Program*. To access this form, just click here [WV HRO M 990-1](#) . You will need to read this. This form will tell you when, how long, where and what types of PT are allowed. Towards the end of the PDF you will find the “Physical Fitness Program-Acknowledgment Statement”, you will need to sign and date it and give it to your supervisor. HRO DOES NOT KEEP THIS DOCUMENT! YOUR SUPERVISOR DOES!

SF 144, Statement of Prior Federal Service

- You will need to complete the SF 144, *Statement of Prior Federal Service*, mistake free. To access this form, just click here **SF 144** . Most of the forms that you will be completing are fill able on line. If this form is not fill able, just print the form and complete it using legible handwriting.
- You will need to complete numbers 1-9. Print the form (we do not need the directions or extra copies), sign and date.
- If you were at any time in the past a Civilian Federal Employee, you will indicate that time on #5.
- On #7 you will need to list all your Military Title 10 time(s). This includes Basic Training, some Military Schools, regular Active Duty time and deployments. These are the most common Title 10 times. If you believe that you have other Title 10 times just check the orders that put you on the Active Duty. If the DD214 does not indicate Title 10, please bring the order for the said DD214. If you are still not sure, list the times and bring this to the HRO attention at your In Processing.
- Bring this form to your In Processing, with any questions that you might have.
- **LATER YOU WILL SEE WHY IT IS IMPORATANT THAT HRO HAVE RECORD OF ALL YOU TITLE 10 TIMES!!**

Personal Contact Sheet

- Next is the Personal Contact Sheet. You will need to print this form and complete it to the best of your knowledge. [Click here Personal Contact Sheet](#) This is the form that HRO will use to contact you if we need information from you or if we would need to give you information.
- Bring it to your In Processing.



LEAVE TYPES

Leave Types

- Leave is broken up in three categories.
 - Paid
 - Non paid
 - Compensatory

Paid Versus Non Paid Leave

- Next we are going to review different types of LEAVE. There are many, we are only going to cover the most common ones! Absence and Leave are covered in the National Guard Technician Handbook, Chapter 6. We highly suggest that you read Chapter 6. To view the Handbook click here [NGB Technician Handbook](#). To view the leave codes click here [Leave Codes](#)
- ALL leave is recorded on the form OPM 71. This form MUST be signed by your supervisor and turned in every pay period.

PAID LEAVE

- Annual Leave (LA): Use of this leave **MUST** be pre-approved. LA is meant for the purpose of LA is for personal use.
- Temporary Technicians are not entitled to accrue LA until their appointment is extended beyond the 90th day.
- It is accrued at the rate of 4 hrs, 6 hrs or 8 hrs per pay period. All Technicians start out accruing 4 hrs. After HRO receives your Title 10 Active Duty DD 214's and/or documents supporting prior Civilian Federal employment, you may be bumped up to the 6 or 8 hrs per pay period. Below is the outline for 4, 6 or 8 hrs per pay period:
 - Less than 3 yrs of combined service results in 4 hrs of accrued LA.
 - 3 yrs, but less than 15 yrs combined service results in 6 hrs of accrued LA.
 - 15 yrs or more of combined service results in 8 hrs of accrued LA.
- The HRO will calculate a total of your combined service based on the documentation you provide to us. That date, subtracted from your hire date, becomes your **LEAVE SCD**. That date is what your combined service for leave accrual is based on.
 - ...so now you can understand why it is very important to provide HRO with all Title 10 and/or prior Civilian Federal employment times!!!!
 - You must have prior Supervisor approval to use LA.
 - Technicians may carry over no more than 240 hrs of LA to the next fiscal year. If you do, this is what is called "use or lose". If you do not use any hours over 240, you will lose those hours over 240! There are RARE exceptions. If you feel you will be one of the RARE exceptions, contact HRO for guidance.

PAID LEAVE-Military Leave (LM)

- TEMPORARY TECHNICIANS ARE NOT PERMITTED TO ACCRUE LM!

PAID LEAVE-Sick Leave (LS)

- Sick Leave (LS): LS is accrued at 4 hrs per pay period. There is no limit on how many hours of LS that can be accrued. You may use LS for any of the following:
 - medical/dental exams or treatments.
 - Incapacitation for performance of duties by illness. Contact HRO for more details.
 - Adoption of child, bereavement purposes, care for an ill family member. Contact HRO for LS in care of an ill family member, LS DOES NOT COVER THE CARE OF ALL FAMILY MEMEBERS!!

You are responsible to notify your supervisor ASAP regarding the use of LS.

PAID LEAVE-Holiday Leave

(LH)

- Holiday Leave (LH): LH is given to all Civilian Federal Employees on Federal Holidays. Federal Holiday's are indicated in red ink on Federal calendars. Other days can be considered a Federal Holiday if the President of the United States declares them a Federal holiday. Below are the traditional Federal holiday's:

- New Year's Day
- Martin Luther King JR's Birthday
- Washington's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day
- If you wish to further educate yourself on LH, go to www.opm.gov.

NON PAID LEAVE-LWOP (KA)

- Leave Without Pay-LWOP (KA): This is also known as Personal LWOP. Below are reasons that you could be in KA:
 - You have no other leave to use.
 - You wish not to use your paid leave.
- CAUTION: KA time accumulates within a step increase period. Once it reaches a certain level, your next step increase will be postponed. This affects your pay! Step increase waiting periods will be covered later in this presentation.

NON PAID LEAVE-LWOP-US (KG)

- Military Furlough, LWOP-US (KG): KG is only used when you are on Military orders. Below are reasons that you could be in KG:
 - Military Training
 - Deployments
 - During Terminal Leave from Military orders.
- KG is a timecard code only. You will not see this leave balance on your Leave and Earnings Statement

KG does not effect your waiting period for your next step increase!

COMPENSATORY TIME EARNED- CE

- Compensatory Time Earned (CE): CE is in lieu of overtime. Any time worked outside your normal duty hours or irregularly scheduled work will be recorded as CE. CE is earned in ½ hour increments and you MUST have your supervisor approval prior to you performing the CE. CE must be used within 26 pay periods in which it was earned, or it will be forfeited. There are no exceptions to this rule.
- CE is recorded on the form NGB 46-14 which MUST be signed by your supervisor and turned in every pay period.

COMPENSATORY HOURS TAKEN- CT

- Compensatory Time Taken (CT):
After you have earned CE you can use it in 1 hour increments only. You must have your supervisor's approval to use Comp Time.
- Compensatory Time must be used within 26 pay periods of which it was earned, or it will be forfeited. There are no exceptions to this rule.

This completes the required form section of the presentation. Please print and bring in ALL of the forms you have just viewed. The in-processing will not be delayed to accommodate individuals without forms. Time will be allotted after the in processing to address individual issues, and questions. Forms not completed can be

Service Computation Dates (SCD)

- An SCD is an arbitrary date that is created by off-setting your hire date by using various creditable time periods. SCD's in general illustrate how much time is creditable toward a specific entitlement or benefit.
- There are many SCD's associated with your career. These will be referenced in the benefit areas associated with each SCD later in this presentation. These differ however all are determined by the Human Resources Office.

Timecards

- Every 2 weeks YOUR timecard will be submitted to your payroll office. This timecard will tell your payroll if you have used or earned any leave and what kind of leave.
- Every department or shop is assigned a timecard keeper. Often this is your supervisor but not always. The timecard keeper will receive your blank timecard from payroll and will submit your completed timecard to payroll.
- HRO strongly suggest that you physically see your timecard every pay period before it is submitted to your payroll. It is easier to correct a timecard before payroll sees it, than after!
- Depending on your component (Army or Air) you may or may not be responsible for completing your own timecard.
- Time card codes have been provided throughout this presentation where applicable. They are two letter codes. (Example LA, CE, LM) There are for your familiarity only.

Technician Handbook

- This handbook discusses in detail every aspect of a Federal Technician's employment. Click here to view **NGB Technician Handbook**
- Key subjects are addressed throughout this presentation, however not ALL topics will be discussed. This is YOUR career and you have been provided all of the tools that you need to learn as little or as much as possible about the benefits and entitlements associated with your new employment. Take OWNERSHIP of your career.
- Although this handbook does not cover everything, is a an excellent tool that will point you in the right direction and provide basic guidance.

Injuries at Work



- As a Federal Employee you may be covered under the Federal Employees Compensation Act or FECA for short. This law is in place to provide employees treatment and compensation as a result of an injury or disability sustained while in the performance of your duty as a technician.
- The FECA is a federal law administered by the U.S. Department of Labor (DOL), Office of Workers' Compensation Programs (OWCP).
- All entitlement decisions are made by DOL.
- What is covered under the FECA?
 - Traumatic Injury
 - Occupational Disease
 - Recurrence
- What are the benefits under FECA?
 - Medical Services/Treatment
 - Wage Loss Compensation
 - Continuation of Pay

Injuries at Work...Cont.

- What do I do if I am injured in the performance of my job?
 1. Report any injury or incident to your supervisor IMMEDIATELY. This is submitted to OWCP electronically and they then make a decision to accept or deny your claim.
 2. Report any change in your medical status to your supervisor-Updated accurate medical information ensure that your claim is processed expediently.

Click on the following link, [OWCP memo](#), read the information, sign and date the last page and bring ONLY the LAST page to your inprocessing.

My Biz/My Workplace

- *My Biz/My Workplace* is an online site that provides employees a way to view their records that are created through the HRO data system.
- Enables technicians to view and update personal information to include your personal profile, training and education information, and emergency contacts.
- Allows technician to view a snapshot of their employment to include position, salary, benefits, performance information, awards, and notifications.
- ALL SF50's are available strictly through my/biz under the personnel actions tab. This gives you visibility of your own employment and career.
- **NOTE:** My Biz cannot be accessed until your second pay period with this agency. You can only access it through a military computer.

My Biz-How to Access

- Log on to <https://compo.dcpds.cpms.osd.mil>
- Your CAC card must be registered to access this site.
- If you encounter problems accessing this site, please refer to the My Biz instruction packet on the HRO homepage or contact a systems technician in the HRO for further guidance.

HRO Contact Sheet

- Now that HRO has your POC information, here is ours. Please notice that each listing only consists of a job title and phone number. This ensures that even though the employees change, the contact information will always be the same. Click here [HRO Contact Sheet](#)

Reg WRI's (also known as Step Increases)

Reg WRI's are periodically increases in pay that are granted based on length of service, outstanding performance and if you are a WG or GS employee. See below for the time periods you must serve for each employee type. For more details on Reg WRI's please see the Technician Handbook.

- **WG's**

- For temporary, permanent and indefinite employees.

- Step 2 – 26 calendar weeks of creditable service in Step 1.
- Step 2 – 78 calendar weeks of creditable service in Step 2.
- Step 3 – 104 calendar weeks of creditable service in Step 3.
- Step 4 – 104 calendar weeks of creditable service in Step 4.

- **GS's**

- For permanent and indefinite employees only.

- Step 2 , 2 and 4 – 52 calendar week of creditable service.
- Step 5, 6 and 7 – 104 calendar weeks of creditable service.
- Step 8, 9 and 10 – 15+6 calendar weeks of creditable service.

Pay Chart

I bet you want to know when you are getting paid? Well, this pay chart is your answer. To access just click here [Pay Chart](#)

Military Technician Bonus Information

- Effective 1 March 2009, acceptance of either an Indefinite or Permanent Military Technician position or a Temporary Military Technician position for 180 consecutive days or more on or after 9 October 2008 ~ soldiers will receive their remaining bonus payment in full once the Incentive Manager has been notified of the position acceptance.
- Payments will take approximately 30 days to reach the soldier's bank account from the date the Incentive Manager requested the payment.
- Temporary Military Technician position for 179 days and less will continue to receive their bonus payment on their scheduled anniversary date.
- Effective 28 February 2009, there are no bonuses available to Military Technicians (even if deployed). Temporary Military Technician for 179 days or less is excluded.

Military Technician Student Loan Repayment Program (SLRP)

- Effective 1 March 2009, acceptance of either an Indefinite or Permanent Military Technician position or a Temporary Military Technician position for 180 consecutive days or more ~ soldiers will no longer be eligible to participate in the program. Final repayment will be prorated if possible and processed as soon as the Incentive Manager has been notified of the position acceptance.
- Temporary Military Technician position for 179 days and less will continue to remain eligible for repayments of their student loans and should submit the required DD 2475 through their unit to the lender 90 days prior to their anniversary date. Annual repayment will be processed once the completed form has been received.
- Military Technicians are not eligible to extend to participate in the SLRP (Temporary Military Technician for 179 days or less is excluded).

TriCare Reserve Select coverage

- Public Law 109-364 signed 17/OCT/2006, excludes individuals eligible for health insurance under the FEHB Program from coverage under TRICARE Reserve Select (TRS). Therefore, Selected Reserve members who are eligible for FEHB will lose their TRS coverage.

It is important for you to understand should your temporary appointment extend past one year you will no longer be eligible to continue TRS. Temporary employees are eligible for FEHB coverage after serving continuously for one year. Temporary employees pay their portion and the government's portion plus two percent administrative fee. COMPLETE THE FOLLOWING MANADORY FORM , [TRS MEMO](#), AND BRING IT TO YOUR INPROCESSING .

US SAVINGS BONDS

- As a Federal Employee you may purchase U.S. Savings Bonds.
- Both Series EE and Series I bonds are available.
- Purchase of these bonds may be accomplished through the my-pay website at:
<https://mypay.dfas.mil/mypay.aspx>
- Once you have logged into Mypay you can select the savings bond bullet under DOD Civilian Pay Account
- The HRO does NOT administer or input savings bonds. This is done via the web election through the payroll office.

Reasons to Contact the HRO

- Qualifying Life Event (QLE)
- LWOP and RTD
- Name Change/Address Change
- Changing your beneficiaries if you wish
- Leaving to accept another federal position
- Separation/resignation/retirement

Qualifying Life Events (QLE's)

HRO will need to know if you experience a qualifying life event. The following are examples of QLE's:

Marriage

Birth/adoption of a child

Divorce

Death of a family member

...with any of these QLE's you may be eligible to change **SOME** of your **BENEFITS**! But don't wait too long...there are time restrictions on changing your **BENEFITS** with a QLE!!!

Leave Without Pay (LWOP) and Return to Duty (RTD)

- LWOP

- When entering a non-pay status for a period greater than 30 days you are REQUIRED to contact HRO for a LWOP Brief. Depending on the type of LWOP, you may be able to make limited changes to your benefits. NOT CONTACTING HRO WHEN ENTERING LWOP MAY CAUSE YOU TO INQUIRE DEBTS! It is extremely important for you to contact HRO when entering LWOP!

- RTD

- Before you can return to a pay status (after your LWOP for more than 30 days) you are REQUIRED to contact HRO for a RTD brief. This brief is VERY important, without it you will not be put back in a pay status! It is what HRO does that puts you back in a pay status, not your timecard! In this brief you may have a chance to enroll, change or even postpone some of your benefits. It all depends on YOUR type of LWOP.

Name and Address Changes

- Name changes must be initiated through an SF52 being submitted to the HRO. A copy of your new social security card, or a letter from the social security office must accompany the SF52 in order for your name to be changed
- Any Address Change must be reported to the HRO. We will update our system and that update drives many of your benefit addresses.

Leaving Federal Employment

- Just like you came to HRO for your IN-PROCESSING, you are REQUIRED to contact HRO for an OUTBRIEF. Your supervisor must submit an SF 52 to HRO indicating your separation.
- If you are transferring to a position in another Federal Agency it is VERY IMPORTANT that you provide a good POC for that agency so the HRO can coordinate a smooth transfer of all of your benefits and your leave, and request your records. If the transfer is done incorrectly then there may be a delay in your PAY.

Congratulations!

- Now that you have completed this presentation below is a summary of what you need to bring to the in-processing...
 - All DD214's (Credibility will be determined by the HRO)
 - Identifications....
 - Banking information to include routing and account number.
 - All completed forms